



DEPARTMENT OF PERSONNEL

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MEMO PERD # 07/99

February 11, 1999

TO: Department Directors
Division Administrators

FROM: Kathy Augustine, State Controller *KA*
Office of the Controller

and

JG
Jeanne Greene, Acting Director
Department of Personnel

SUBJECT: MANUAL ISSUE (HAND-TYPED) PAYROLL CHECK POLICY

In an effort to reduce payroll costs, the State Controller and the Department of Personnel have identified the circumstances which qualify an employee for the issuance of a manual, or "hand-typed", payroll check from the Central Payroll section of the Department of Personnel. Effective March 6, 1999, the following policy governing the issuance of "hand-typed" checks is to be implemented.

"Hand-typed" checks will be issued for **base pay only**, under the following circumstances:

- The employee's system generated payroll check is lost, stolen, or destroyed;
- The employee's system generated payroll check is overstated because leave without pay or termination is not reported timely by the agency;
- The employee's bank account is closed or the bank account number is incorrect and the direct deposit is rejected by the bank; and
- Central Payroll staff errors prevent an employee's check from processing.

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Miscellaneous adjustments to checks, payment for other than base pay, or payment for compensatory time or termination pay will be included in the next regular payroll cycle. Also, hourly employees who fail to report their time in accordance with their agency and Central Payroll deadlines will receive resulting payments in the next regular payroll cycle.

Procedurally, it is critical that agency pay clerks observe the deadlines established for "hand-typed" check requests. It is required that such a request along with other documentation be received at Central Payroll no later than 10:00 A.M. to insure the check is processed the following day. Check requests are reviewed by Central Payroll, forwarded to the Controller's Office for issuance, and the Treasurer's Office for signature.

Your efforts to comply with these guidelines are greatly appreciated. If you have any questions, please do not hesitate to contact Judy Holt, Administrative Services Officer, at 687-3952.

KA:JG:cp

cc: Agency Personnel Liaison
Agency Personnel Representative
Agency Payclerk